

Appendix O: Sample Gravel Road Maintenance Agreement for Contractors

DIRT AND GRAVEL ROAD MAINTENANCE PROJECT AGREEMENT BETWEEN _____ ROAD ASSOCIATION AND _____

Now, this ____ day of _____, _____, the _____ Road Association ("Association") and _____, known wherein as the "project participant", agree as follows:

(1) _____ will conduct, or cause to be conducted, a road maintenance project on specified portions of _____, in accordance the Application and Work Plan attached hereto.

(2) This project will be conducted in accordance with standards that prohibit the use of materials or practices that are environmentally harmful and in accordance with the application and work plan attached hereto and incorporated herein. Any changes or modifications to the work plan will be performed to the satisfaction of the Association.

(3) This project will be conducted in accordance with the "General Contract Conditions" required by the Commission, the "Dirt and Gravel Road Maintenance Program Statement of Policy" as adopted by the Commission and as may be amended from time to time, and the environmental standards approved by the Quality Assurance Board, which are attached hereto and incorporated herein.

(4) The project participant agrees to provide timely documentation to the Association that all required federal, state, or local permits have been obtained, and further agrees to comply with all such permits as a condition of performing this agreement.

(5) The project participant shall ensure that this contract and all other arrangements entered into pursuant to the implementation of this contract are in conformance with all applicable local, state, and federal laws, rules, and regulations.

(6) The Association agrees to fund the eligible costs for this project in an amount up to, but not exceeding \$ _____.

(7) The project funds will be disbursed by the Association to _____ in accordance with the attached schedule of payments.

(8) A project participant shall maintain a separate accounting of funds received under the program.

(9) Records must be kept for three years.

(10) The Association will have access to all relevant program documents during that time.

(11) The Association shall not be held responsible for any loss of life, personal injury, or property damages of any kind incurred in performing or completing the work or duties under this contract.

(12) The project participant agrees to provide the Association with a completed copy of the

Project Performance Report when the project is completed.

(13) The project participant shall complete the project no later than _____, unless an extension of time is approved by the Association.

(14) This document and the attachments hereto constitute the entire agreement between parties.

WHEREFORE, the parties have set their hands on the date indicated, intending to be bound hereby.

FOR THE ASSOCIATION: FOR: _____

(Signed) (Date) (Signed) (Date)

(Print Name) (Print Name)

(Title) (Title)

List of Attachments:

Attachment A - Grant Application

Attachment B - Work Plan

Attachment C - General Contract Provisions

Attachment D - Dirt and Gravel Road Maintenance Program Statement of Policy

Attachment E - Quality Assurance Board Standards

Attachment F - Schedule of Payments

Attachment G - Project Performance Report

From Penn State Materials Research Institute (www.mri.psu.edu/centers/cdgrs/Downloads/contract.pdf)